

## JOB DESCRIPTION

**Title:** Controls Supervisor  
**Facility:** Global Automation and Assembly      **Location:** Ancaster, ON  
**Department:** Automation      **Job Grade:** P5

### PURPOSE AND SCOPE:

Supervises the controls team's day to day activities for quality and efficiency. Tracks performance to target. Provide leadership and guidance to the department to maintain progressive and controls systems advancement. Provides support to Operations - Responsible for the assembly, programming, debugging, installation and startup of new or modified production equipment from the perspective of electrical, hydraulic, pneumatic, and controls installation.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reports to the Director of Global Automation and Assembly and works with Mechanical Design Team, the Process Team and Program Management to successfully deliver solutions on time and on budget
- Responsible for Supervising a team of programmers and electrical designers
- Leads corrective action and maintains open issues lists
- Participates in bidding and design review meetings and reports weekly progress for weekly meetings
- Supports the development of costs/estimates for materials and labor as the project is quoted and when it is contracted, tracks the procurement of materials and coordinate in-house and sub-contractors as needed
- Completion of run at rate process performance testing in conjunction with manufacturing operations
- Creates and maintains quality check lists in line with the SOR and Machine Build Specification requirements to ensure equipment is fully tested prior shipment
- Supply technical support and troubleshooting for new and existing projects
- Provides leadership to all controls staff to ensure and promote personal growth
- Continuous development of leading edge assembly and testing technology
- Determine and develop training requirements
- Develops and maintains a customer oriented department strategy
- Assist in departmental budget process as it relates to new products and design tools
- Follow 5S and organizational guidelines
- Work in compliance with Stackpole EP Safety, Environmental, Quality and Production Systems
- Establish and maintain standards related to controls, programming and electrical design
- Establish and maintain validation tools to meet required quality of work
- Ensure operational quality and efficiency targets are maintained
- Ensure that all levels of safety are implemented and tested for functionality
- Maintenance of Quality Operating Systems with respect to equipment documentation and record retention as per IATF 16949/ISO9001 standards

**Reports To:** Arnold Soljmosi, Director of Global Automation and Assembly      **Prepared Date:** October 10, 2018  
**Prepared By:** Marie Campovari, Sr. Human Resources Generalist      **Revision Date:** November 23, 2018

- Assist in implementation of Automotive Operating Systems including APQP, PPAP, and QOS as per ISO/TS 16949 Standards as they relate to Facilities Engineering. This includes the machine program libraries
- Coordinate and drive continuous improvement initiatives
- Perform other related duties as required
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- Perform other related duties as required

**QUALIFICATIONS, EDUCATION AND / OR EXPERIENCE:**

- A technical degree or diploma in Electrical Engineering Technology or similar and relevant industrial experience
- 5+ years controls experience
- Solid understanding of electrical design, PLC and robot programming, SQL database
- Must be able to troubleshoot electrical circuits and equipment as needed
- Mechanical aptitude
- Demonstrated Team Leadership skills
- Willing to travel local and overseas up to 10% of the time
- Ability to perform duties under deadline pressure in a fast paced environment
- Excellent communications, negotiating, conflict management, and problem solving skills
- Able to communicate effectively, both written and verbally, at all levels of the organization
- High level of integrity and dependability with a strong sense of urgency and results orientation
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